

**Voluntary Protection Program
Meeting Minutes
May 14, 2008**

Attendees:

Org Code	Manager	Worker
HS-1.1		
HS-1.2	Timothy Fox	Vinh Le
HS-1.3	Dan Muniz	Jess San Agustin
HS-1.4	Tracey Berry	Dawn Cheek
HS-10	Brad Davy	Mohandas Bhat
HS-20	Colette Broussard	
HS-30	Bob Czincila	Paul Lin
HS-40	Arnold Guevara	Annette Bright
HS-50		Candy Sanchez
HS-60		
HS-70	Dick Donovan	
HS-80	Mike Sparks	
HS-90	Roger Wu	Fletcher Whitworth
ProForce		
NTEU		
MA		

Meeting Minutes

- Minutes from April 30 were approved as written (thanks to Debbie for researching and finding the links for the safety share information).

Safety Share

-None

Items Discussed

Pro-Force and MA Participation Status:

Brad Davy met with Ingrid Kolb and Brian Costlow to discuss MA's participation in the Committee. They indicated that MA will support the Committee and Cherylynn Williams would represent MA, and participate as her schedule allowed.

MA expressed an interest in expanding the VPP effort to encompass all of HQ. A new Committee would be formed, and their role would be different than this Committee's role. Mr. Podonsky is in favor of expanding the effort, but no decisions have been made as to how and when.

Arnold Guevara reported that there has been no further word from Pro-Force regarding management concurrence for Officer McRae's participation on the Committee. The current

situation is that Officer McRae is waiting for her management approval to participate. Arnold Guevara will set up a meeting with Pro-Force to get a better status of the situation and to request permission to add Officer McRae to the email distribution list for the Committee.

Status of HS-1 Approval of Charter and HS-1 Support:

Mr. Podonsky and Mr. Kilpatrick are supporting the activities of the Committee. An email was received last week acknowledging their support. Once they receive the Charter and Commitment Statement, they will approve and issue to all HSS staff. They also indicated that they will make sure the Committee will have time at the upcoming HSS all-hands meeting to discuss VPP. Mr. Kilpatrick will attend the kick-off for the mentoring session.

Action Item: Colette Broussard will send weekly updates to Mr. Podonsky and Mr. Kilpatrick.

Policy Statement Comments:

All comments on the policy were consolidated into a spreadsheet to facilitate discussion. Each comment was discussed and an action was agreed upon by the Committee. The policy has been revised to reflect the agreed upon changes, including re-naming it to be a Commitment Statement.

Meeting Frequency:

Colette Broussard suggested that the Committee establish a new meeting frequency (every 2 weeks) so that there would be more time between meetings which would allow action items to be accomplished. She also suggested that the Committee revisit/change the time (i.e., noon) for the meeting. These items will be discussed at the next meeting.

Action Item: Committee members should be prepared to discuss these items at the next meeting. Any suggestions as to potential days and times should be forwarded to Colette Broussard for compilation.

Next Meeting:

The next meeting will be held on May 21 from 12:00 p.m. to 1:00 p.m in 270CC Room 3055 with a call-in number of 301-903-6257. Meeting agenda for the next meeting will be sent out by Monday, May 19.